

It is the policy of the Kirksville City Council to deal with requests for additions, deletions, modifications to the traffic laws of the City of Kirksville in a uniform and consistent manner which results in the best interests of public safety.

I. PROCEDURES: STOP AND YIELD SIGNS

CITIZEN REQUEST - All requests for stop or yield sign installations shall be put in writing and submitted to the office of City Traffic Engineer. Said requests shall include:

- Type of sign requested
- Location
- Specific reasons as to necessity (justification)
- Examples of problems due to absence of requested signage.

CITY STAFF REVIEW - Staff reviews shall be coordinated by the City Traffic Engineer.

Based on the *Manual on Uniform Traffic Control Devices* (MUTCD), traffic control devices should meet five basic requirements. They should:

- Fulfill a need;
- Command attention;
- Convey a clear, simple meaning;
- Command respect of road users; and
- Give adequate time for proper response.

A. **Reasons for Denial** – Stop, Yield signs. The following are reasons for denial of the request:

- Requests within one year of the current request with no substantial changes have been previously denied.
- There are existing traffic control signals at the location.
- The requested signage would stop the flow of traffic on a major street, through street, or arterial street at the intersection of a minor street (or one with a lower traffic volume) unless there is a demonstrated accident problem or special hazard at the intersection. *
- The request for a (yield) sign is to control a major flow of traffic at an intersection.
- The location of the (yield) sign is at the approach(es) of more than one of the intersecting streets or highways, or used at any intersection where there are stop signs on one or more approaches.
- Does not meet the requirement in the Manual on Uniform Traffic Control Devices (MUTCD)

B. **Acceptance of Request** – Stop signs. The following are justifications in accordance with the MUTCD for considering the request:

- The intersection of a less important road with a main road where application of the normal right-of-way rule is unduly hazardous;
- A street entering a through highway or street;
- An un-signalized intersection in a signalized area;
- Other intersections where a combination of high speed, restricted view, and serious accident record indicates a need for control by the stop sign.

The multiway stop sign may improve the safety of an intersection. Normally, it is used at the intersection of two roads that contain similar traffic volumes. A three-way stop is used at intersections that have only three approaches (e.g., a T-intersection). According to the MUTCD, the warrants for placing multiway stop signs are as follows:

- Where traffic signals are going to be placed soon and the intersection needs a temporary solution to control the traffic;
- An intersection that has several crashes (≥ 5 correctable accidents in 12 months);
- When an intersection has the following traffic volumes:
 - a. The total volume of traffic entering the intersection from all approaches must average at least 500 vehicles per hour for any eight hours of an average day;
 - b. the combined vehicular and pedestrian volume that enters the intersection from the minor street must average at least 200 units per hour for the same eight hours, with an average delay to the minor street traffic of at least 30 seconds per vehicle during the maximum hour;
 - c. The 85th percentile approach speed (this is the speed at or below which 85 percent of the vehicles travel on a given roadway) of the major street traffic exceeds 40 miles per hour, and the minimum vehicular volume warrant is 70 percent of the above requirements.

Additionally, the existing right-of-way at an intersection may be changed to give priority to roads which are designated as bicycle routes.

- C. **Acceptance of Request** – Yield signs. The following are justifications for granting the request:
- The request is for a minor road at the entrance to an intersection where it is necessary to assign right-of-way to the major road, but where a stop sign is not necessary at all times and where the safe approach speed on the minor road exceeds ten (10) miles per hour.
 - The request indicates a special problem exists AND a traffic or engineering study indicates that the problem is susceptible to correction by the use of a yield sign.
 - Meets the requirement in the MUTCD.
- D. **Insufficient Data** – Where the City does not have sufficient data to determine whether the requested location should be signed as requested, the City Traffic Engineer shall conduct a study of the intersection which shall include the following:
- Accident History
 - Requirements of the Manual on Traffic Control Devices and/or the Missouri Traffic Code
 - Whether application of the normal right-of-way rules result in unnecessary traffic hazards or safety problems
 - That law enforcement measures have been taken to deal with the problem(s) of traffic control and traffic safety presented by the written request and the demonstrated success of these measures

COORDINATION OF NECESSARY STUDIES - The City Traffic Engineer shall coordinate all necessary traffic and intersection studies and shall forward the written results of all studies with a recommendation to the City Manager's office. The time required to complete the studies will generally not exceed 60 days. If completion of the report requires a longer time period, the City Traffic Engineer will file an interim traffic/intersection report which will list the reasons for delay in completing the final study.

FINAL DETERMINATION - The City Manager will forward the results of all traffic and intersection studies to the Council, including a recommendation for Council action. If a request for stop or yield sign installation is denied at any point in this review procedure, the person(s) making the request shall be informed of the decision in writing. Should the request be approved, City staff will be instructed to complete the signage request as soon as practical.

Enforcement action will be taken after signage installation is completed.

A special hazard intersection is one where two or more of the following situations exist:

- Restriction of motorists' view of the intersection by buildings, improvements or trees and shrubs which cannot be reasonably removed;
- The intersection is within 50 feet of a railroad track;
- The intersection is a minor street entering a major street where the minor street carries at least 100 vehicles per hour for an eight-hour period and where the average delay to minor street traffic is at least 30 seconds per vehicle during the maximum hour.
- Does not meet the sight distance requirements or other standards found in the MUTCD

II. PROCEDURES – SPEED LIMIT MODIFICATIONS

CITIZEN REQUEST – All requests for modifications to speed limits shall be put in writing and submitted to the office of the City Traffic Engineer. Said requests shall include:

- Speed limit requested
- Location new limit is to begin
- Location new limit is to end
- Specific reasons as to necessity
- Examples of problems due to current speed limit

CITY STAFF REVIEW – Staff reviews shall be coordinated by the office of the City Traffic Engineer

- A. The request shall be reviewed by the City Traffic Engineer or his representative who shall consider:
- Road surface characteristics, shoulder condition, grad, alignment and sight distance.
 - The 85-percentile speed and pace speed.
 - Roadside development and culture, and roadside friction.
 - Safe speed for curves or hazardous locations within the zone.

- B. The request shall also be reviewed by the Chief of Police or representative who shall consider:
 - Parking practices and pedestrian activity
 - Reported accident experiences for a recent 12-month period
 - Public opinion of those businesses, residences, etc. of the area immediately impacted by the proposed modification
 - Have there been five or more vehicle accidents in the affected area in the preceding 12-month period which have as a causal factor
 - Exceeding the posted speed limit
 - Speed too fast for conditions
- C. The time required to complete the studies will generally not exceed 60 days. If completion of the reports require a longer time period, the City Traffic Engineer will file an interim report which will list the reasons for the delay in completing the final report.

REJECTION OF THE MODIFICATION - Requests for modification will be denied if received within one year of a previously denied request when the request contains no substantial changes.

Requests shall further be denied upon a negative report from the City Traffic Engineer or Chief of Police based upon the criteria identified found in this section.

ACCEPTANCE OF THE MODIFICATION - The speed limit modification may be justified upon a positive or neutral report based upon the criteria identified in this Section, The modification may be justified when it is to create a temporary modification due to a temporary condition and the modification will be canceled at a fixed date.

FINAL DETERMINATION - The City Manager will forward the results of all traffic and intersection studies to the Council including a recommendation for Council action. If a request for speed modification is denied at any point in the review process, the person(s) making the request shall be informed of the decision in writing. Should the request be approved, city staff will be instructed to complete the modification as soon as practical. Enforcement action will be taken after signage installation is completed.

III. PROCEDURES – HANDICAPPED PARKING

CITIZEN REQUEST – All requests for handicapped parking shall be put in writing and submitted to the office of the City Manager. Said requests shall include:

- Exact location of the requested space;
- Specific reasons as to necessity (justification);
- Examples of problems due to absence of requested space; and
- Nearest handicap parking location

CITY STAFF REVIEW – Staff reviews shall be coordinated by the office of the Chief of Police.

- A. **Reasons for Denial** – The following are reasons for denial of the request:
 - Requests within one year of the current request with no substantial changes have been previously denied.
 - Parking in the area requested is otherwise illegal.

- Cannot comply with state regulations for size of space and/or proper signage.
- Off-street parking is available and within a reasonable distance.
- Estimated occupancy of space is two days or less per week*
- A sufficient number of handicapped parking spaces are readily available in the immediate vicinity of the request.

B. Reasons for Acceptance – The following are reasons for acceptance of the request:

- Will comply with state regulations regarding size of space and proper signage
- Off-street parking is not within a reasonable distance.
- Need is established consistently for more than two days per week.
- Other handicapped parking is not within one and one-half blocks (business area only).
- Handicap accessibility is non-existent from the nearest handicap parking space(s)

RESIDENTIAL – All approved requests for handicapped parking in a residential area shall be renewed annually at the first Council meeting in June and upon the demonstrated continued need for the handicapped space.

SIGNAGE AND PAINTING - The City of Kirksville will be responsible for sign posting and painting for all handicapped parking on city streets or on city-owned parking lots.

Signage and painting of public access off-street handicapped parking will be the responsibility of the property owner and must comply with state regulations.

*In cases where the demonstrated need for the handicapped space is for two days or less per week, temporary sign may be posted during the time of need upon prior approval of the Chief of Police. Said signage must be removed from view at all other times. The Police Department is not responsible for enforcement of temporary handicapped parking.

IV. PROCEDURES - PARKING

GENERAL GUIDELINES - The primary purpose of a road or a roadway network is to provide for the safe and efficient movement of the vehicles operating on that road. The type of on-street parking selected should depend on the specific function and width of the street, the adjacent land use, traffic volume, surrounding area parking, as well as existing and anticipated traffic operations. It can generally be stated that on-street parking decreases roadway capacity, impedes traffic flow, and increases accident potential.

- A. All Newly Constructed Streets – See Design Standards under Subdivision Regulations within the Kirksville City Code.
- B. Existing Commercial District Primary Street – Parking on both sides may be allowed when the minimum street width is 36 feet. Parking lanes shall be a minimum width of 10 feet. This minimum 10 foot width will provide better clearance, and the potential to use the parking lane during peak periods as a through-travel lane. This width will also accommodate delivery vehicles adequately.

- C. Existing Commercial District Arterial Street – Parking on one side may be allowed when the street width is less than 36 feet, but is not allowed when the street width is 24 feet or less. Parking lanes shall be a minimum width of 10 feet.
- D. Existing Residential Street – Parking may be allowed on both sides of a residential street where there is a minimum width of 24 feet and the anticipated traffic volume will not be congested by allowing parking. Parking lanes shall be a minimum width of 7 feet. Parking will not be allowed on either side of those streets less than 20 feet wide.

CITIZEN REQUEST – All requests for parking shall be put in writing and submitted to the office of the City Manager. All requests shall include:

- The exact beginning and ending location of requested parking.
- The specific reasons as to necessity (justification).
- Examples of problems due to absence of requested parking.

CITY STAFF REVIEW – Staff reviews shall be coordinated by the office of the City Traffic Engineer.

A. **Reasons for Denial** – The following are reasons for denial of the request:

- Requests within one year of the current request with no substantial changes have been previously denied.
- Off-street parking is available and within a reasonable distance.
- There is a conflict with the general guidelines in this section.
- There is a conflict with minimum distances listed elsewhere in the Kirksville Code of Ordinances relating to railroad crossings, intersections, crosswalks, sight distances, road width requirements per city code or this policy, and traffic control devices.
- The request is to provide special parking privileges to an individual or business/agency that are not available to the general public
- It is determined that the need for the requested on-street parking should be satisfied through the construction of private off-street parking by an adjoining land owner.

B. **Reasons for Acceptance** – The following are reasons for acceptance of the request:

- Off-street parking is not within a reasonable distance
- There is a consistent use of the parking provided, not just an occasional use, and a consistent need for the parking requested
- The change would benefit the entire area, not just an isolated user.
- Road width meets City Code standards and requirements.

All requests shall be reviewed by the Engineer, Codes, Public Works and Police Departments of the City for compliance with applicable ordinances. All City department reports will be completed in no longer than 60 days.

The Police Department will be responsible for soliciting information from those residents/businesses most likely to be impacted by the desired change in parking.

CITY STAFF REVIEW OF “NO PARKING” REQUESTS - Requests to remove or prohibit parking in a certain manner shall be made in the same manner as described in Section II regarding Procedures. Staff reviews shall be coordinated by the office of the Chief of Police.

The following are reasons for removing or prohibiting parking:

- Use of the surrounding properties has changed significantly, and the existing parking is in conflict with that use.
- Traffic patterns and/or traffic laws have been altered and parking is now or will be inconsistent with those patterns and/or laws.
- Factors are present to indicate that the parking is not consistent with a safe and smooth flow of traffic.
- The street does not meet width requirement per city code.
- Parking on one of both sides of the street causes a safety issue.

The following are reasons for not approving the request:

- Requests within one year of the current request with no substantial changes have been previously denied.
- The removal or elimination of parking would create a substantial hardship when otherwise not in conflict with existing law.
- The request for removal benefits a particular person/agency/business that is not available to all potential users
- The request does not meet city code standards and requirements.

V. FINAL DETERMINATION

The City Manager will forward the results of all applicable studies to the Council, including a recommendation for Council action. If a request for parking modification is denied at any point in the review process, the person(s) making the request shall be informed of the decisions in writing.

Should the request be approved, City staff will be instructed to complete the parking modifications as soon as practical. Enforcement action will be taken after signage installation is complete.

VI. APPEALS

Appeals will be heard by the City Council at their discretion. Appeals must be made in writing to the office of the City Manager and shall include:

- The reason for the appeal
- The description of relief sought

Only those parties that are directly related to the original request shall be allowed to appeal.

The office of City Manager shall process the request and shall, by written notification, advise the author of the appeal the date, time and location of City Council consideration of said appeal. Decision of the City Council is final and binding.